

Universität Würzburg, Sanderring 2, 97070 Würzburg

per email  
to all organisational units  
at the University of Würzburg  
except for the University Hospital

**The Chancellor**

Contact Mr. Voll

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Würzburg, 20.05.2025

**Our reference: 4**

## **Operations between 24 December 2025 and 1 January 2026**

Dear staff members,

This year, the university will once again close from 24 December 2025 up to and including 1 January 2026.

As in previous years, you have the opportunity to take these two working days off, reduce overtime or take 'good days' as part of flexitime.

If required by the business operations, your superiors can order an emergency service for the closing days to the extent necessary.

All employees will receive this information on their university account. I would ask you to personally inform all staff members in your area of responsibility who do not have a university account.

Sincerely,

  
Dr. Uwe Klug